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# Election Officers Handbook



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## Voting Machine Procedures

GOVERNMENT DOCUMENT  
COLLECTION

FEB 7 1991

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**ELECTIONS DIVISION  
OFFICE OF  
MASSACHUSETTS SECRETARY OF STATE  
MICHAEL J. CONNOLLY  
SECRETARY**







## The Commonwealth of Massachusetts

Office of the Secretary of State  
Michael J. Connolly, Secretary

August, 1988

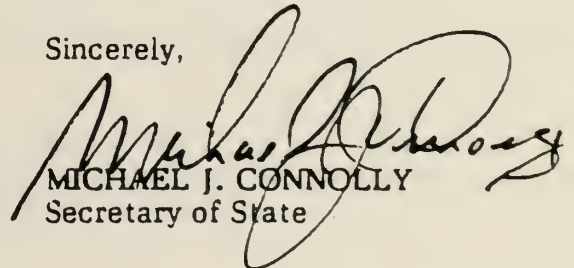
Dear Election Officer:

This handbook has been prepared to help you on election day. The responsibility of conducting an election is an important duty. There are many laws that relate to this process, and it is important that they be administered as uniformly as possible to insure that each vote will be cast and counted properly throughout the Commonwealth.

This guide contains a step-by-step description of the entire election process at the polling place. This book should be used as a training and reference manual both before and on election day.

I hope you find this manual useful. If you have any questions regarding this manual or election officer procedures in general, please call the Elections Division at (617) 727-2828 or on the toll free voter information hotline at 1-800-462-VOTE.

Sincerely,

  
MICHAEL J. CONNOLLY  
Secretary of State

MJC/mer



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# **TABLE OF CONTENTS**

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## **A. GENERAL DUTIES OF ELECTION OFFICERS**

A1.	Election Officers Assigned to Each Polling Place	1
A2.	Election Officers Must Represent Political Parties	1
A3.	Warden: General Duties and Authority	1
A4.	Clerk: General Duties	1
A5.	Inspectors: General Duties	2
A6.	Tellers (Counters): General Duties	2
A7.	Voting Machine Custodians	2
A8.	Types of Machine Counters	2

## **B. BEFORE THE POLLS OPEN**

B1.	Election Officers Report to Polling Place	3
B2.	Replacement of Election Officers	3
B3.	Supplies to Polling Place (Supply List)	3
B4.	Arrange the Polling Place	5
B5.	Post the Ward and Precinct Sign Outside the Entrance to the Polling Place	5
B6.	Signs to be Posted	5
B7.	Set up Check-in Table	5
B8.	Inspectors	5
B9.	Keys to the Machines	5
B10.	Check the Envelope with the Machine	6
B11.	If the Numbers Don't Agree, Notify the Town or City Clerk	6
B12.	Open the Front of the Machines to set up Voting Booth	6
B13.	Snap the Curtains into Place and Make Certain there Is a Sharpened Pencil Inside for Write-in Votes	6
B14.	Check that Your Machines Have the Proper Voting Machine Strips	6
B15.	Examine the write-in Roll	6
B16.	Check Vote Counters	6
B17.	If the Counters Are Not on Zero, Record Information	7
B18.	Each Candidate or Representative Authorized in Writing May Examine the Machines During the Half Hour Before the Polls Open	7
B19.	Close the Candidate and Question Counters	7
B20.	Ballot Box Empty	7
B21.	Ballot Box Register	7
B22.	Ballot Box Key	8
B23.	Ballot Box Locked	8
B24.	Open on Time	8
B25.	Call for Assistance	8



## C. DURING THE VOTING HOURS

C1.	Declare Polls Open and Ready Machines for Voting	9
C2.	Who May Vote	9
C3.	Voter States Name and Address	9
C4.	Look for the Name on the Voting List	9
C5.	Name Not on List	9
C6.	Escrow Ballots	10
C6.5.	May Request Identification	10
C7.	Mark the Name on Voting List	10
C8.	Indicate Party Enrollment in a Primary	10
C9.	Hand the Voter a Numbered Voting Authority Certificate	10
C10.	Direct Voter to Machines	10
C11.	One Person Per Voting Machine	10
C12.	Time Allowed	11
C13.	Instruction and Assistance to Voters	11
	A. Instruct voters	11
	B. Instruction is different from assistance	11
	C. Assistance to voter	11
	D. Do not influence voter	11
C14.	If a Voter Requests Assistance After Entering the Voting Machine Booth	11
C15.	Common Problems Reported by Voters	11
	A. Switch will not move to the left to open the curtains	11
	B. A pointer for a particular candidate will not move	11
	C. A voter reports that there is already a write-in under a slot	12
	D. A voter opens the curtains by pushing the large red switch to the left and then reports a problem	12
C16.	Voting Machine Failure	12
	A. Call voting machine custodian	12
	B. Certificate of voting machine failure	12
	C. All election officers sign order when machine is placed out of service	12
	D. Use absentee ballots if machine fails	12
C17.	Write-ins	13
C18.	Push Switch to Record Vote	13
C19.	Number of Voters Allowed	13
C20.	Candidates' and Their Workers' Rights and Restrictions	13
	A. Observers	13
	B. Observers outside the guard rail	13
	C. Voting machines clear of campaign literature	13
	D. Campaigning	13
C21.	Challenges	13
	A. Challenges of the right to vote	13
	B. Illegal challenges	14
	C. Challenge procedure	14
C22.	Personnel Permitted Within Guard Rail	14
C23.	Information by Election Officers Prohibited	14
C24.	Processing Absentee Ballots	14
	A. The absentee ballots are delivered during the day	14
	B. Absentee ballots to be processed	14
	C. Warden and clerk process absentees	14
	D. Check the voting list	14
	E. Mark the voting list	15

F.	Open inner envelope	15
G.	One ballot per envelope	15
H.	Challenging of absentee ballots	15
I.	Remove ballot and place in ballot box	15
J.	Absentee envelopes returned to election authority	15
C25.	Absentee Voters Who Seek to Vote in Person	15
C26.	"Specially Qualified Voters" Who Register Late	15
C27.	Announce the Polls Closed	15
C28.	People in Line May Vote	15

## D. AFTER THE POLLS CLOSE

D1.	Votes Counted Continuously	17
D2.	Public May Observe Counting	17
D3.	Preparing to Count the Votes	17
D4.	Take Count of Voters	17
D5.	Clerk Records Final Register Number on Ballot Box	17
D6.	Read and Record the Number on the Public Counter Which Is Located on the Upper Left Side of the Face of the Machine	17
D7.	Read and Record the Number on the Protective Counter	18
D8.	Number of Voters Should Equal the Total of the Votes on the Voting Machines	18
D9.	Seal Checked Voting Lists in Envelope	18
D9.5	Escrow Ballot Envelope	18
D10.	Expose the Candidate and Question Counters on the Voting Machines	18
D11.	Read and Record the Results	18
D12.	Read and Record Write-ins	18
D13.	Total Machine and Write-in Votes on Total Tally Sheet	19
D14.	Candidates Can Check the Votes on the Machines	19
D15.	Remove Absentee and Challenged Ballots from Ballot Box	19
D16.	Divide the Ballots into Blocks of a Convenient Number	19
D17.	Do Not Tear or Mark Any Absentee Ballot. Do No Open the Absentee Ballots While Separating Them	19
D18.	Clerk Numbers Each Block Tally Sheet and Block of Ballots	19
D19.	Count By Teams	19
D20.	Use Red Pencils or Red Ink	19
D21.	Blocks of Absentee and Challenged Ballots	19
D22.	One Teller Reads Ballots Aloud	19
D23.	Methods of Counting Ballots: Intent of Voter Rules	20
D24.	Acceptable Method of Recording Votes	20
D25.	Alternate Method of Recording Votes	20
D26.	Tally Blank Votes	20
D27.	Total the Tally Marks for Each Office	20
D28.	Totals Must Balance	21
D29.	Tellers Sign Blocks	21
D30.	New Blocks of Votes	21
D31.	Count All Valid Absentee and Challenged Ballots	21
D32.	Valid Voting Marks	21
D33.	Invalidating Marks	21
D34.	Over-voted Offices	22
D35.	Write-ins	22
D36.	Completing the Tallies	22
D37.	The Challenged and Absentee Votes Should be Recorded Separately from the Voting Machine Totals on the Tally Sheets	22

D38.	Total Results	22
D39.	Warden and Clerk Sign Total Tally Sheet	22
D40.	Place Total Tally Sheets into Envelope	22
D41.	Record Final Counter Numbers in Clerk's Record Book	22
D42.	Clerk Completes All Official Records in Red	22
D43.	Close the Front of the Machines Using Key No. 4	22
D44.	Place all official Election Material in Box	22
D45.	Announce Final Returns	22
D46.	Payroll Records	23
D47.	Take Down Signs	23
D48.	Package all other Election Supplies	23
D49.	Do Not Throw Anything Away	23
D50.	Keep Voting Machine Keys Separate	23
D51.	Keep Payroll Sheet Separate	23
D52.	Supplies Returned	23

## **INDEX OF LEGAL CITATIONS** 24

## **INDEX** 25



# A.

## GENERAL DUTIES OF ELECTION OFFICERS

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### A1. ELECTION OFFICERS ASSIGNED TO EACH POLLING PLACE

Each precinct must have assigned to it a warden, clerk and two inspectors (four in cities unless the clerk determines that fewer inspectors are needed). In addition, precincts may have a deputy clerk, deputy warden, additional inspectors as are needed to run the election and as many tellers as are necessary to count the votes after the election. (Some clerks refer to tellers as counters; for purposes of this handbook, all vote counters will be referred to as tellers.)

### A2. ELECTION OFFICERS MUST REPRESENT POLITICAL PARTIES

Within each precinct, the election officers must equally represent the two leading political parties. However, two of the officers in each precinct may be independents or members of political parties other than the leading ones.

The warden and deputy warden must be from the same party and different from that of the clerk and deputy clerk. No more than half the inspectors may be from the same party.

### A3. WARDEN: GENERAL DUTIES AND AUTHORITY

The warden is the chief election officer at the polling place. The warden supervises the other precinct election officers before the polls open, during the election and during the vote count. The warden is responsible for

maintaining order and handling violations of election law by election officers or others. The warden may use police assistance when necessary.

The warden makes sure that required material is available and posted in proper places and in quantities dictated by law. The warden assigns other election officers to their stations and designates their schedule for breaks, meals and for voting. The warden should see that no unauthorized persons are within the guard rail and that no campaign material is in or near the polling place.

It is the warden's responsibility to prevent interference with the voting process and to help voters in accordance with the law. The warden sees that no smoking takes place in the polling place and that intoxicating liquors are not present. The warden is responsible for completion of forms, handling of challenged ballots and ensuring that voters omitted from lists are properly helped. The warden makes sure that voting machines and specimen ballots and instruction cards are not tampered with and that no unauthorized information is given out. The only figure that may be given out during the election is the number of the Voting Authority Certificate. The warden may designate a qualified election officer to be in charge if he or she leaves.

### A4. CLERK: GENERAL DUTIES

The election clerk keeps a record of all facts relating to the proceedings of the election

required by law to be recorded. The clerk notes any unusual happenings such as challenged voters or ballots and inoperative machines during the conduct of the election. The clerk is responsible for maintaining the Election Record, filling out forms and adding vote totals for each candidate on the total tally sheet. The clerk reads and records the voting machine's protective and public counters before and after the election.

The clerk and warden are to be from different political parties.

The clerk should check that machine and absentee tally sheet have correct names on them and that tally sheets and all envelopes have correct precinct numbers on them. The clerk should be familiar with all the forms. The clerk should make sure that there is a well-lit area and a large table at which to work when the polls close. The clerk should have an adding machine. If an adding machine is not available during the day the clerk should see to it that an adding machine is available by the time the polls close.

#### **A5. INSPECTORS: GENERAL DUTIES**

Inspectors are assigned to duties by the warden. Two inspectors of different political parties are assigned to the check-in area at the entrance to the voting area. One checks off and announces the names of the voters as they come in. The other hands each voter a Voting Authority Certificate and directs voters to the machines. It is suggested that inspectors alternate duties during the day and that all be available during rush hours.

#### **A6. TELLERS (COUNTERS): GENERAL DUTIES**

If needed, tellers work after the polls close. They may not go inside the guard rail until then. (They may go inside the guard rail only when they cast their own vote in the election.) They are assigned to count absentee and challenged votes and are instructed in that duty.

#### **A7. VOTING MACHINE CUSTODIANS**

In some communities the town clerk sets up and maintains the machines but in other communities there are voting machine custodians. Custodians are in charge of the preparation and upkeep of voting machines. They are in charge of setting up the voting machines prior to the opening of the polls and removing them afterwards. If they are requested by the warden to make repairs or adjustments during the election they must make the repair in the presence of at least two election officers.

#### **A8. TYPES OF MACHINE COUNTERS**

**Public Counter** This counter is placed on zero after every election by the machine custodians. It tells election officials how many people have actually voted on a particular machine on election day.

**Protective Counter** This counter is perpetually tallying the number of votes recorded during a particular machine's lifetime. The number on this counter must be recorded before and after every election in the clerk's Election Record and on the machine key envelope.

**Vote Counters** These counters tally the number of votes for a candidate during an election. The counters should be on zero before the election.

**Note:** City and town officials are responsible for the conduct of elections in most communities. In many cities and in some towns an election commission is the chief election authority in that community. In this handbook all references to city and town clerks should be understood to include election commissioners.

# B.

## **BEFORE THE POLLS OPEN**

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### **B1. ELECTION OFFICERS REPORT TO POLLING PLACE**

All election officers must report to work at the polling place at least half an hour before the polls open and are sworn in before beginning to work. Be sure to be ready to open the polling place on time.

### **B2. REPLACEMENT OF ELECTION OFFICERS**

If a warden or clerk assigned to a polling place fails to appear, the city clerk or election commission should be notified. Replacements will be assigned by the city clerk or election commission. The replacement will be an election officer of the same party or a voter of that party in that precinct.

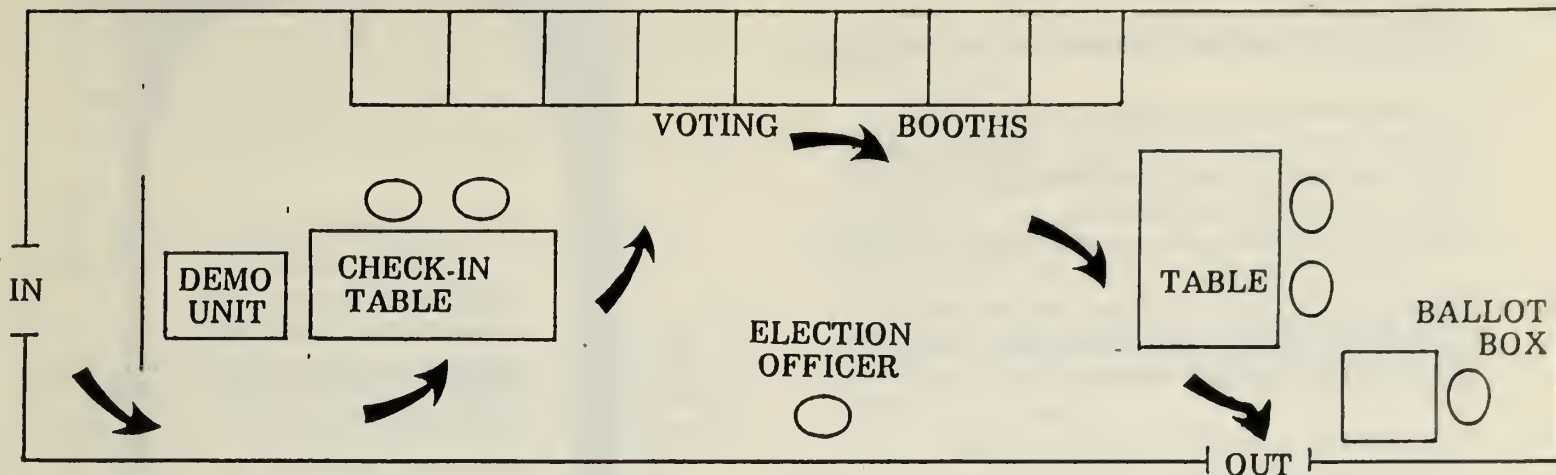
### **B3. SUPPLIES TO POLLING PLACE**

Know the location of the polling place to which you are assigned. Supplies will be delivered to the polling place. Review the checklist to be sure you have all materials. If you do not have all your supplies call the city or town clerk or election commission.



## SUPPLY LIST

1. Specimen ballots
  - Elections - 10 specimen ballots, 5 of which must be posted
  - 3 copies of ballot questions
  - Primaries - 6 specimen ballots for each party
2. 3 "Instructions to Voters" cards (at least)
3. 3 "Penalties Upon Voter" cards
4. "No Smoking" signs
5. Entrance and Exit signs, if any
6. Ward and precinct sign(s)
7. Keys for machines (in envelope which has the number and location of the precinct, number of the voting machine, seal number and number of the protective counter on it).
8. Numbered Voting Authority Certificates (one for every registered voter in the precinct)
9. Receptacle for Voting Authority Certificates
10. Demonstration voting machine
11. Ballot box and keys
12. Absentee ballots to be used if machines fail or as challenged ballots
13. Voting list
14. Supplementary voting lists
15. List of registered absentee voters
16. List of non-registered absentee voters
17. A copy of the oath issued to a voter whose ballot is challenged
18. Registrars of voters certificates authorizing qualified voters to vote
19. Certificates in case of voting machine error or failure
20. Certificates in case the machine seal or protective counter number is not in agreement with the key envelope
21. Certificates in case counter numbers are not on zero prior to opening the polls
22. Change of enrollment cards at a primary
23. Envelopes for voting lists
  - absentee ballots
  - spoiled ballots
  - challenged ballots
  - tally sheets
24. Total precinct tally sheets
25. Block tally sheet for write-in votes (optional)
26. Block tally sheet for absentee and challenged ballots
27. Sharpened pencils for each voting machine
28. Red pencils or pens
29. Rulers
30. Clerk's Election Record
31. Payroll Sheet
32. Fiberboard boxes
33. Seals for fiberboard boxes
34. Rubber stamps, if any
35. Telephone
36. Escrow ballot envelope



**B4.  
ARRANGE THE POLLING PLACE**

The voting machines, the receptacle or receptacles for the Voting Authority Certificates and the ballot box must be in full view at all times. Place a table at the entrance. If your polling place is in a large room arrange the table and chairs and voting machines so that the voting area is clearly defined. Arrange a guard rail with a rope or a line of chairs to prevent unauthorized people from interfering with people who are voting.

**B5.  
POST THE WARD AND PRECINCT SIGN  
OUTSIDE THE ENTRANCE TO THE POLLING  
PLACE**

Polls should be clearly marked by a large outdoor sign.

**B6.  
SIGNS TO BE POSTED**

Post the following items in a conspicuous place inside the polls but outside the guard rail:

- a. specimen ballots: six for each party in primaries and five for other elections
- b. three copies of ballot questions submitted to the voters.
- c. three "Instruction To Voters" cards
- d. three "Penalties Upon Voter" cards
- e. "No Smoking" signs

**B7.  
SET UP CHECK-IN TABLE**

Place one voting list and the Voting Authority Certificates on the check-in table at the entrance making certain there are enough certificates for all registered voters in the precinct. At a state general election place the Information for Voters pamphlets on the check-in table. (There should be at least one booklet for every one hundred registered voters in the precinct.) At a state primary place a sufficient number of change of enrollment cards on the check-out table.

**B8.  
INSPECTORS**

The warden appoints two inspectors of different parties to be stationed at the entrance to the voting area. One shall be in charge of the check-in list and the other shall supply each voter with a Voting Authority Certificate. Two other inspectors of different parties may receive the Voting Authority Certificates and deposit them in the receptacle when escorting the voters to machines.

**B9.  
KEYS TO THE MACHINES**

At least half an hour before the polls open on the day of the election the keys to each voting machine in the precinct should be delivered in separate sealed envelopes. The number and location of the precinct, the number of the voting machine, the number of the seal which seals it, the number that is registered on the protective counter and the last number on the paper roll should be on this envelope.



**B10.  
CHECK THE ENVELOPE WITH THE MACHINE**

At least one election officer from each political party must examine the envelope, check the seal on the machine and compare it with the number on the envelope. If all the numbers are the same the officer may proceed.

**B11.  
IF THE NUMBERS DON'T AGREE, NOTIFY  
THE TOWN OR CITY CLERK**

If the numbers on the envelope do not correspond with those on the machine then the city or town clerk must be notified. Either the clerk or a custodian appointed in writing by the clerk must come to examine the machine and certify that it is properly prepared and set for the election.

**B12.  
OPEN THE FRONT OF THE MACHINES TO  
SET UP VOTING BOOTH**

Take the keys out of the envelope. There are three separately numbered keys. Open the front of the machine with Key No. 4.

**B13.  
SNAP THE CURTAINS INTO PLACE AND  
MAKE CERTAIN THERE IS A SHARPENED  
PENCIL INSIDE FOR WRITE-IN VOTES**

**B14.  
CHECK THAT YOUR MACHINES HAVE THE  
PROPER VOTING MACHINE STRIPS**

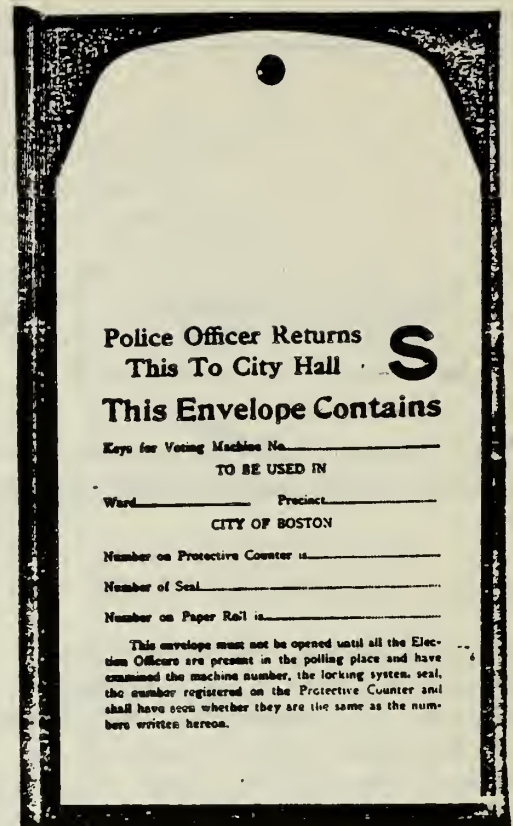
Take a specimen ballot and make certain that every office and candidate checks with the strips on the machines. If they do not- call the city or town clerk.

**B15.  
EXAMINE THE WRITE-IN ROLL**

Open the right rear door with Key No. 5. Examine the write-in roll to make sure it has been marked with a red strip or a signature and dated.

**B16.  
CHECK VOTE COUNTERS**

The machines will have their candidate and



question counters exposed when they are delivered to the polls. Check to make certain those counters are all on zero. The vote counters are located on the front of the machine under the candidate or question.

**B17.**

**IF THE COUNTERS ARE NOT ON ZERO,  
RECORD INFORMATION**

If any of the counters are not on zero, except the protective counter, then the number and letter of the counter together with the number registered on the counter should be recorded in the clerk's Election Record and signed by the election officers.

**B18.**

**EACH CANDIDATE OR CANDIDATE'S  
REPRESENTATIVE  
AUTHORIZED-IN-WRITING MAY EXAMINE  
THE MACHINES DURING THE HALF HOUR  
BEFORE THE POLLS OPEN**

**B19.**

**CLOSE THE CANDIDATE AND QUESTION  
COUNTERS**

After all the candidate and question counters are checked:

1. Go to the rear of the machine with Keys No. 2 and No. 3.
2. Insert Keys No. 2 and 3 into their respective locks and turn both keys clockwise a quarter turn.
3. Turn the handle a the left of the lock counter-clockwise about one-half revolution, as far as it will go.
4. Remove the keys by turning them one quarter turn counter-clockwise.
5. Keys must be sealed in their proper envelope and the envelope stored under the protective custody of the warden or police officer.

**B20.**

**BALLOT BOX EMPTY**

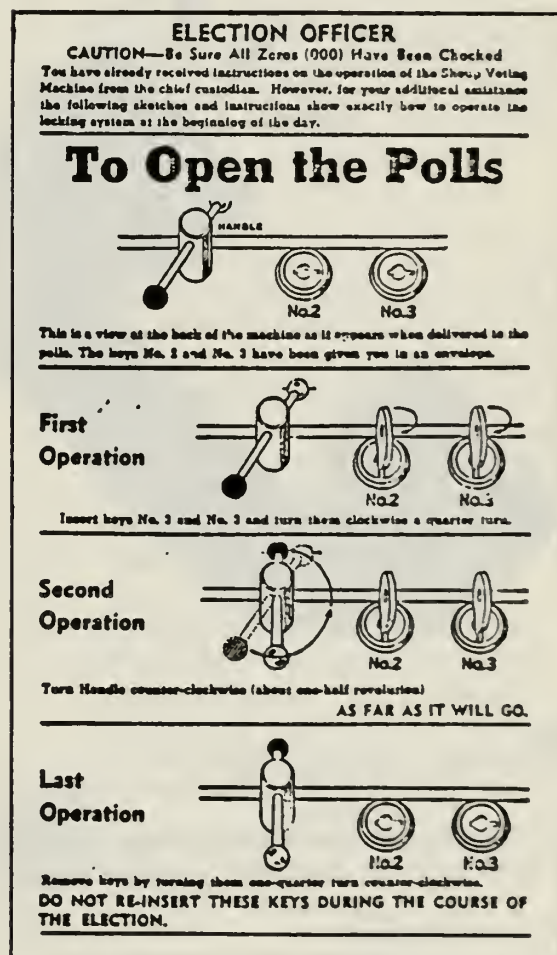
The warden publicly opens the ballot box and examines it. It should be shown to be empty and the register set at zero to the satisfaction of all election officers and other persons

present. The warden closes and locks the ballot box and then places the ballot box crank on its stud.

**B21.**

**BALLOT BOX REGISTER**

The clerk records the examination and condition of the ballot box in the clerk's Election Record and records the register number on the ballot box before any ballots are cast as well as the actual count of the ballots received.



**B22.**  
**BALLOT BOX KEY**

The warden locks the box and gives the ballot box key to the police officer. The officer keeps the key until the polls close.

**B23.**  
**BALLOT BOX LOCKED**

The ballot box is to remain locked or sealed throughout the day.

**B24.**  
**OPEN ON TIME**

It is important to open on time even if some things usually done beforehand must be done after the polls open.



**B25.**  
**CALL FOR ASSISTANCE**

If there are any questions during the day, call the city clerk or election commissioners at

\_\_\_\_\_.  
(phone number)



# C.

## DURING THE VOTING HOURS

### C1. DECLARE POLLS OPEN AND READY MACHINES FOR VOTING

The warden declares in a loud voice that the polls are open.

Cut the seal and remove seal from the entrance button. Push the entrance button. Machine is now ready for voting.

### C2. WHO MAY VOTE

Anyone whose name appears on the voting list is qualified to vote. Be sure to check the supplementary voting list. For information on absentee voters who wish to vote in person or on "Specially Qualified Voters" who register late see C25 and C26.

### C3. VOTER STATES NAME AND ADDRESS

The voter must announce his/her address and name to the inspector in charge of the check-in voting list.

### C4. LOOK FOR THE NAME ON THE VOTING LIST

The inspector finds the name and repeats it loudly and clearly. If it is a primary the inspector announces the party as well.

### C5. NAME NOT ON LIST

If the name of a person attempting to vote is not on the voting list:

- a. Check the main and supplementary voting lists again to be sure.
- b. Check to make sure the person is at the right polling place. If not, give directions to the correct one.
- c. Call the city or town clerk's office to see if the person should be allowed to vote by certificate. Before doing so, ask the person for proper identification. If the person shows proper identification (including a driver's license, recent utility bill, rent receipt or lease, or any other printed identification which contains the person's name and address) and if the clerk's office confirms previous registration by telephone complete a certificate form, attach it to the voting list, allow the person to vote and note this in the clerk's Election Record.

Persons not allowed to vote by certificate should be given the choice of going to the city or town clerk's office or of marking an escrow ballot. (See section C6.)

CITY OF BOSTON BOARD OF ELECTION COMMISSIONERS	
Boston, _____	
Ward _____	Precinct _____
This is to certify, in accordance with law, that	
(Name)	(Check Primary No.)
(Address)	
(Date of Birth)	(Height) (Complexion)
is entitled to vote in Ward _____ Precinct _____	
Address Voted From Last Year _____	

## C6. ESCROW BALLOTS

If a person claims the right to vote in this precinct, but is not allowed to vote for any reason (for example, name already checked as having voted, or unable to vote by certificate (see section C5 c.), you must allow that person to mark an "escrow ballot."

Use a regular paper ballot. Administer the challenged voter's oath to the person.

"You do solemnly swear (or affirm) that you are the identical person you represent yourself to be, that you are registered in this precinct and that you have not voted in this primary (election)."

Write "escrow" on the back of the ballot, and have the person add his or her name and address. After the person has marked the ballot, do not cast it in the ballot box. Place it in an envelope marked "escrow ballots" and seal this envelope after the polls close. Note this in the clerk's Election Record.

## C6.5. YOU MAY REQUEST IDENTIFICATION

If so instructed by the city or town clerk or election commission you may request written identification from any voter. Identification requests should not discriminate in any way, but should be entirely random or based on reasonable suspicion. Suitable identification includes a driver's license, recent utility bill, rent receipt, lease or any other printed identification which contains the voter's name and address.

If voters fail to present suitable identification when requested they must still be allowed to vote, but you or any other person may challenge their right to vote. For challenge procedures see section C21.

## C7. MARK THE NAME ON VOTING LIST

Check the voter's name on the voting list by making a mark in front of the name or by drawing a line through the name.

## C8. INDICATE PARTY ENROLLMENT IN A PRIMARY

In a primary the voter votes on the ballot of the party in which he or she is registered. An unenrolled or independent voter may choose to vote on the ballot of any party. Ask unenrolled or independent voters which party's ballot they choose to vote. Mark a D (Democratic) or R (Republican) next to the names of unenrolled or independent voters when they indicate a party preference. Explain to the voters that they may change their enrollment after voting by filling out a card available at the polls, which then must be transmitted to the city or town clerk.

## C9. HAND THE VOTER A NUMBERED VOTING AUTHORITY CERTIFICATE

## C10. DIRECT VOTER TO MACHINES

Voter gives her/his Voting Authority Certificate to the inspector who will deposit it in the box provided either centrally or attached to each machine. Then, the inspector shall allow the voter to enter the machine booth, close the curtain and vote.

## C11. ONE PERSON PER VOTING MACHINE

Only one person is allowed in a voting machine booth except when assistance is provided to a physically disabled or blind person or to a voter who cannot read or who cannot read English.

## LIST OF QUALIFIED VOTERS

ROBINSON ROAD — Cont.		SUFFOLK STREET — Cont.	
-B...32	Bortolami Conille B	B...67	Catino Richard C
-B...38	Joels Antoinette	-B...67	Catino Raymond A
B...36	Joels Salvatore	B...75	Reinman Blaine U
B...46	StHarris Luigi	B...75	Reinman Edward U
-B...46	StHarris Mary	B...85	Alvao Edmund J
		B...85	Alvao Eugene P
		B...85	Alvao Marjorie J
		B...86	Reinman Bart B
		B...86	Reinman Raymond H
ROCK HILL STREET		VALLEY PARK STREET	
AV...8	Matthew Joseph G	-B...6	Bartlett Edwin A
B...11	Fennelly Mary E	-B...6	Bartlett Marion A
B...11	Lysan Lillean F	-B...6	Carter Helen I
B...11	Lysan Lorraine	-B...7	Doyle Edward H
B...11	Lysan Mary H	-B...7	Doyle Helen H
-B...11	Lysan Michael A	-B...7	Smith Madeline G
-B...11	Lysan Michael Jr	B...11	Sullivan Marie S
B...12	Henderson Gregory	-B...12	Sutler Marie F
B...12	Henderson Maria		
B...15	Amrole Deborah A	VENISON STREET	
B...15	Amrole Margaret H	...86	Shoe Slim H
B...17	Nochi John S Jr	-B...86	Shoe Donald F
B...17	Nochi Madeline	-B...82	Christopher Eleanor
-B...30	Curran Elizabeth H	-B...82	Christopher Karen
B...30	Curran Michael J	-B...82	Christopher Stephen
-B...36	Forcelli Antoinette		
B...36	Forcelli Louis		
B...42	Hurdson Debra A		
-B...42	Hurdson Marion F		
B...42	Hurdson William S		



**C12.**  
**TIME ALLOWED**

Voters are allowed five minutes to vote if others are in line and ten minutes if there are no voters waiting. Election officers may tell a voter that he/she is taking too long to vote and ask the person to leave or may have the voter removed. If a line of voters forms enforce this rule equally. If there is no line you may be more lenient.

**C13.**  
**INSTRUCTION AND ASSISTANCE TO VOTERS**

**A. INSTRUCT VOTERS**

In accordance with the law, an election official may answer questions and instruct the voter on the proper method of voting by machine. Use the small demonstration model to illustrate voting on the machine and direct voters to the specimen ballots.

**B. INSTRUCTION IS DIFFERENT FROM ASSISTANCE**

Instruction consists of informing the voter on the proper method of voting by machine; assistance is actually voting for a voter. Except as the law permits, a voter must cast his/her own vote.

**C. ASSISTANCE TO VOTER**

If a voter asks for assistance in voting due to blindness, physical disability or inability to read or to read English she /he may be assisted by a person of her/his own choice or by two election officers of different parties.

**D. DO NOT INFLUENCE VOTER**

Election officers shall not request or seek to persuade or influence, in any manner, any voter to vote for or against any person or political party or ballot question.

**C14.**  
**IF A VOTER REQUESTS ASSISTANCE AFTER ENTERING THE VOTING MACHINE BOOTH**

Two election officers of different political parties may assist the voter in the voting booth.

**C15.**  
**COMMON PROBLEMS REPORTED BY VOTERS**

**A. SWITCH WILL NOT MOVE TO THE LEFT TO OPEN CURTAINS**

This usually means the voter has returned the pointers to their original positions thinking this will register the vote. Instruct the voter to leave the pointers in the voting position with the "X's" showing and then push the switch to the left.

**B. A POINTER FOR A PARTICULAR CANDIDATE WILL NOT MOVE**

In most cases this happens because the voter has opened a write-in slot by accident not realizing this will lock the pointers for that office. If that is not the case ask the voter to return all the pointers for that office to their original position and try again. If problems persist then two election officers, one representing each party, will need to be present to check out the pointers to be sure they do not work. Test as follows:

**1. TEST WRITE-IN SLOTS**

First test all the pointers for the office the voter has indicated as inoperable. If they are locked test to see whether or not the write-in slot for that office is loose and moves easily. If the slot moves easily it has been opened. Determine if a write-in vote has been cast for that office. If not, test vote pointers for all other offices to check whether the voter has written-in votes for any office. Do not open a write-in slot that has not previously been opened. If all the pointers for the other offices operate no write-in votes have been cast for those offices.

**2. MOVE VOTER TO ANOTHER MACHINE**

If the voter has simply opened a write-in slot by accident or to "peek" and no write-in vote has been cast he/she may be allowed to use another machine.

3. MAKE OUT AND SIGN A  
CERTIFICATE MACHINE FAILURE  
Move all the voted offices and candidates  
back to their original positions so that no  
votes will be recorded. You may then  
push the red switch on the first machine  
back to the left to release the machine  
for use by another voter. However, a  
Certificate should be made out and signed  
explaining what occurred. One vote  
should be subtracted from the Public  
Counter at the end of the day. The event  
should be recorded in detail in the clerk's  
Election Record.

C. A VOTER REPORTS THAT THERE IS  
ALREADY A WRITE-IN UNDER A SLOT

This will mean that the paper roll has become  
loose from the lower roller and the paper did  
not turn properly when the previous voter  
registered his/her vote.

This problem requires the attention of the  
Voting Machine Custodian. (See section C16.)  
Have the voter use another machine. After  
the custodian repairs the machine, a  
Certificate of Voting Machine Failure must be  
filled out and signed. The event should be  
recorded in detail in the clerk's Election  
Record. The Voting Machine Custodian will  
tell you how many votes should be subtracted  
from the Public Counter.

Sometimes a name will not fully revolve out of  
sight when the receiving paper roll is small.  
There is nothing an election official can do to  
correct this during the election.

D. A VOTER OPENS THE CURTAINS BY  
PUSHING THE LARGE RED SWITCH TO  
THE LEFT AND THEN REPORTS A  
PROBLEM

There is nothing you can do for this voter  
except to sympathize. The vote has  
"registered". No voter after having  
registered his/her vote and emerging from the  
machine shall be permitted to re-enter it.  
The voter must have voted for at least one  
candidate or have cast at least one write-in  
vote or the switch would not have moved.

C16.  
VOTING MACHINE FAILURE

A. CALL VOTING MACHINE CUSTODIAN  
If the voting machine is not operating properly  
the warden should call the Voting Machine  
Custodian. Do not try to solve the problem  
yourself. Two election officers, each  
representing a different party, should be  
present while the custodian is repairing the  
machine. These officers must fill out and sign  
a Certificate of Voting Machine Failure.

B. CERTIFICATE OF VOTING MACHINE  
FAILURE

A certificate should contain the following  
information:

1. A statement that the machine failed to  
operate properly
2. The reason for the failure (the custodian  
will tell you the reason)
3. That a custodian repaired the machine
4. The number of the machine
5. The number of votes which should be  
subtracted from the Public Counter due to the  
failure. (The custodian will tell you how many.)

This certificate must be preserved with the  
election records and the details of the event  
recorded in the clerk's Election Record.

C. ALL ELECTION OFFICERS SIGN ORDER  
WHEN MACHINE IS PLACED OUT OF  
SERVICE

If the machine cannot be put back into  
working order it shall be placed out of service  
for that election and a statement that the  
machine is out of order shall be signed by the  
election officers and filed with the election  
returns.

D. USE ABSENTEE BALLOTS IF MACHINE  
FAILS

If all voting machines at your polling place fail  
to operate at any given time you must  
continue to allow voters to vote using the  
supply of absentee ballots provided. Use  
absentee ballots stamped "machine failure" or  
write on each absentee ballot prior to giving it  
to the voter the words "Cast due to machine  
failure." These ballots should be placed in the  
ballot box and counted along with other  
absentee ballots.



As soon as the voting machines are returned to service discontinue use of the absentee ballots. Be sure that the details of this event are recorded in the clerk's Election Record.

#### **C17. WRITE-INS**

A voter may write in the name and address of a person not listed on the ballot in the provided write-in space. The slots for write-ins are on the extreme left side of the machines. Locate the slot with the same number as the one on the office for which you wish to write-in a name. Press the write-in lever while pushing the metal slide to the side. This exposes a piece of paper upon which a voter can write the name and address of a candidate. Voters should not push the metal slide unless they are sure they wish to write-in a name because once the slide door is opened the levers for that office will lock and the voter will be unable to push down any other levers for that office.

A write-in should have the name and address of the candidate. The name and address as written must be accurate enough to indicate for whom the vote is intended. An address is not required for President of the United States. (See D35)

#### **C18. PUSH SWITCH TO RECORD VOTE**

After the voter is certain that he/she has made choices for all the candidates and questions he or she wishes to vote for the voter should record her vote. The voter registers a vote by pushing the large switch at the top left of the machine to the left.

#### **C19. NUMBER OF VOTERS ALLOWED**

When all the voting machines are filled, no more voters than twice the number of voting machines provided are permitted inside the guard rail.

#### **C20. CANDIDATES' AND THEIR WORKERS' RIGHTS AND RESTRICTIONS**

##### **A. OBSERVERS**

Observers are allowed inside the polling place, outside the guard rail, unless they are

disorderly or obstruct the access of voters. They may keep notes including marked voting lists. Candidate's representatives who wish to observe and check the names of voters are usually allowed to sit near the check-in area. If there are so many observers in the polling place that they obstruct the voters they may be asked to cooperate in collecting information.

**B. OBSERVERS OUTSIDE THE GUARD RAIL**  
All observers are to be outside the guard rail. During voting hours, only election officers and a person providing assistance to a voter may go within the guard rail.

##### **C. VOTING MACHINES CLEAR OF CAMPAIGN LITERATURE**

Check the voting machines regularly to see that no one has left any literature in the booth or has affixed any stickers over candidates names. Keep the polling place clear of any campaign material.

##### **D. CAMPAIGNING**

No campaign literature, buttons, signs or other material regarding the ongoing election may be displayed within 150 feet of the building entrance door to a polling place. Wearing, distributing and posting material about candidates or questions on the ballot and collecting signatures upon petitions or nomination papers are expressly prohibited in the polling place and within 150 feet of the building entrance door. The police officer should enforce this rule under the direction of the warden. Access to the polling place must be open and unobstructed and the voters may not be hindered.

#### **C21. CHALLENGES**

**A. CHALLENGES OF THE RIGHT TO VOTE**  
Any election officer or voter may challenge a person's right to vote. The challenger may challenge any absentee ballot as well. The challenger must state a specific reason for challenging the right of a person to vote. It is not enough to simply say that the person is not qualified.

Examples of legitimate reasons:

- this person is not old enough to vote;
- this person is not a citizen;
- this person should have been removed from the voting list;
- this person has already voted;
- this person is not the person he claims to be.

#### B. ILLEGAL CHALLENGES

Any person challenging a voter for the purpose of intimidation or of ascertaining how he or she voted may be fined up to \$100.

#### C. CHALLENGE PROCEDURE

Do not permit the challenger and the voter to engage in any arguments. When the voter is challenged the warden administers the following oath to the challenged person:

"You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in this primary (or election)."

The person who is challenged cannot use the voting machines. Instead the challenged voter should be given an absentee ballot with the word "challenged" stamped or written on the face. The warden requires the challenged person to write his/her name and present residence on the outside of the ballot. The warden adds the name of the challenger and the cause for the challenge, whereupon the voter may receive the absentee ballot. No statement shall be made or information given by any person as to how the person voted. The clerk of the precinct shall record in the clerk's Election Record the name and residence of every person who is challenged and has voted. The election officers in charge of the voting list mark the letters "CV" next to the challenged voter's name on the voting list. The ballot is then deposited in the ballot box.

#### C22.

##### PERSONNEL PERMITTED WITHIN GUARD RAIL

1. Election officials
2. Voters in the process of voting
3. Police officers
4. Representatives of the clerk's office

#### C23.

##### INFORMATION BY ELECTION OFFICERS PROHIBITED

Before the public declaration of the vote, no election officer shall make any statement regarding the number of votes cast, the number of votes given to any person, the name of any person who has voted or whose name has not been checked or of any other fact tending to show the state of the polls. The only number which may be given is the number on the last Voting Authority Certificate.

#### C24.

##### PROCESSING ABSENTEE BALLOTS

###### A. THE ABSENTEE BALLOTS ARE DELIVERED DURING THE DAY

**B. ABSENTEE BALLOTS TO BE PROCESSED**  
The city or town clerk determines the validity of the absentee ballot. It is not the responsibility of precinct officials to determine this. If the ballot is transmitted to the polls election officers are to process it through unless the person's name has been marked on the voting list as having voted in person or the name is not on the voting list. Inform the clerk if the name does not appear on the voting list.

###### C. WARDEN AND CLERK PROCESS ABSENTEES

The warden is free to process absentee ballots whenever there is free time, from the time the polls open in the morning and throughout the day. Do not count any ballots until after the polls close. No ballots may be removed from the ballot box until the polls are closed.

###### D. CHECK THE VOTING LIST

Be sure that the name of the person who signed the absentee ballot envelope is on the voting list.



#### **E. MARK THE VOTING LIST**

Note that the letters AV or SAV have already been written in front of the absent voters's name. Make a mark beside the name of the voter to indicate the vote has been cast. Announce the name and address of each absentee voter in a loud voice.

#### **F. OPEN INNER ENVELOPE**

Open the ballot envelope carefully so you do not deface, mark or tear the ballot.

#### **G. ONE BALLOT PER ENVELOPE**

The ballot envelope must not contain more than one ballot. If more than one ballot is in the envelope neither ballot is to be counted and those ballots are put in the spoiled ballot envelope along with other rejected ballots.

#### **H. CHALLENGING OF ABSENTEE BALLOTS**

In the precinct, if an absentee ballot is challenged when cast the procedure is the same as in C21c except that the name and address of the absent voter is to be written on the ballot by the warden. After this, the ballot is deposited in the ballot box.

#### **I. REMOVE BALLOT AND PLACE IN BALLOT BOX**

Remove each ballot from its envelope without unfolding or examining it. Present the ballot to the ballot box inspector who will wind it into the ballot box face-up with the name of the community, ward and precinct showing. Keep the envelope separate.

#### **J. ABSENTEE ENVELOPES RETURNED TO ELECTION AUTHORITY**

Place the ballot envelopes in the precinct supply box. Do not throw anything away.

#### **C25. ABSENTEE VOTERS WHO SEEK TO VOTE IN PERSON**

When any person who has been sent an absentee ballot tries to vote in person at the election precinct officers will see opposite his/her name on the voting list AV or SAV. They must refuse to let him/her vote and they should refer him/her to the city or town clerk. If the city or town clerk determines that this person may be allowed to vote in person a certificate will be issued to

the voter which the voter must present to the warden in order to vote in person. The warden shall securely attach the certificate to the voting list and duly note that the voter, in fact, voted in person.

#### **C26. "SPECIALLY QUALIFIED VOTERS" WHO REGISTER LATE**

An active member of the armed forces and spouse and dependent(s), Massachusetts citizens absent from the state and prisoners who have returned to Massachusetts since registration closed for an election may be registered by the registrars of voters until 4:00 p.m. on the day before the election. Since it is too late to add their names to the voting lists the registrars will give them a certificate entitled "Supplementary Registration ". This certificate of registration is to be given to the warden at the polling place who then attaches it to the voting list. In cases where these voters are applying for absentee ballots the certificate is attached to the voting list before it goes to the precinct and the procedure on election day is the same as that for a regular absentee voter.

#### **C27. ANNOUNCE THE POLLS CLOSED**

Announce polls closed at the designated time.

#### **C28. PEOPLE IN LINE MAY VOTE**

Each person in line when the polls close must be allowed to vote. If possible, all waiting voters should be inside the polling place. The police officer may either stand at the end of the line and move along toward the inspector until the last person eligible has voted or hand out certificates stating that the person was in line when the polls closed at 8:00 p.m. All voters must leave the area within the guard rail as soon as they have voted.





# D.

## AFTER THE POLLS CLOSE

### D1. VOTES COUNTED CONTINUOUSLY

The tabulation of the votes is to occur in the polling place. The tabulation is to continue without intermission until all the votes are counted and the results are announced. All workers shall devote their attention to this process.

### D2. PUBLIC MAY OBSERVE COUNTING

The general public is allowed inside the polling place after the polls close. The public must observe from outside the guard rail. Only election officers may touch voting machines. All voting machines must be kept in full view of the public while the counting is going on.

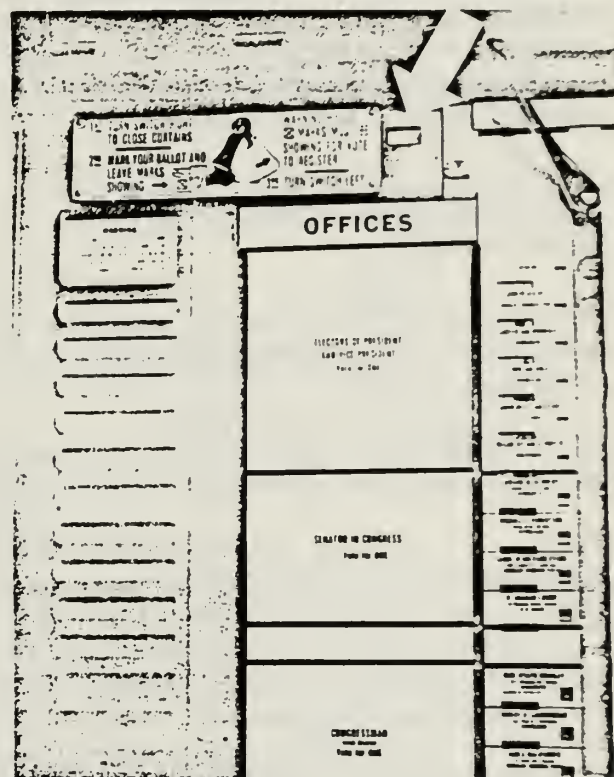
### D3. PREPARING TO COUNT THE VOTES

Do not rush but strive to be efficient. The clerk should plan ahead and be prepared. The tables should be placed where there is good light for recording the vote. The clerk recording the vote should use only red pen or pencil.

Place the tally sheets and the adding machine on the clerk's table.

### D4. TAKE COUNT OF VOTERS

The election officer in charge of the voting list counts audibly and distinctly the number of names checked and announces the total number. The clerk records the number. The number of voters on the check-in list should balance with the number of Voting Authority Certificates given out and absentee ballots cast.



Totals on list should agree.

### D5. CLERK RECORDS FINAL REGISTER NUMBER ON BALLOT BOX

### D6. READ AND RECORD THE NUMBER ON THE PUBLIC COUNTER WHICH IS LOCATED ON THE UPPER LEFT SIDE OF THE FACE OF THE MACHINE

The number is recorded on the total precinct tally sheet and in the clerk's Election Record.

**D7.  
READ AND RECORD THE NUMBER ON THE  
PROTECTIVE COUNTER**

Read and record the number on the protective counter located on the right side of the machine near the top.

**D8.  
NUMBER OF VOTERS SHOULD EQUAL THE  
TOTAL OF THE VOTES ON THE VOTING  
MACHINES**

The total number of voters who were checked-in on the voting lists should equal the number of votes recorded on the voting machine public counters. Note discrepancies in the clerk's Election Record.

**D9.  
SEAL CHECKED VOTING LISTS IN  
ENVELOPE**

After tallying the voting list place the tallied voting list in the envelope provided for that purpose.

Seal the envelope. All election officers sign the certificate. Keep this envelope separate.

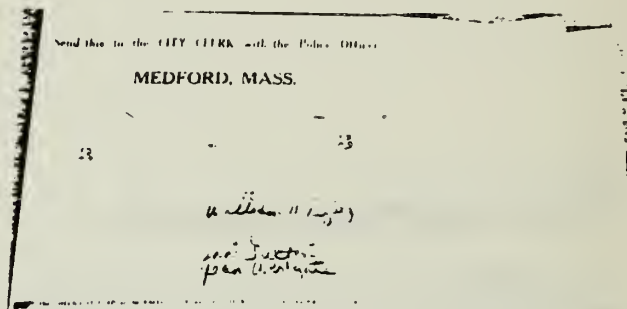
**D9.5.  
ESCROW BALLOT ENVELOPE (See section  
C6.)**

Count the number of escrow ballots; do not count votes on these ballots. Indicate on the outside of the envelope the number of escrow ballots it contains. Seal this envelope.

**D10.  
EXPOSE THE COUNTERS FOR CANDIDATES  
AND QUESTIONS ON THE VOTING  
MACHINES**

1. Insert Keys No.2 and No.3. Turn both keys clockwise as far as they will go and leave them in this position.
2. Break seal on the knob to the left of the locks and remove the wire.
3. Turn the knob clockwise until you hear a distinct click.
4. Turn the handle, which is between the knob and locks, clockwise as far as it will go.

5. The returns on the face of the machine are now exposed. Keys No. 2 and No. 3 are sealed in the machine and cannot be removed except by the machine custodian.



**DO NOT**

Put this Envelope in ANY BOX!

**D11.  
READ AND RECORD THE RESULTS**

Station two tellers, one from each party, in a position so that they can easily see the votes as they are being read from the machines. As the tellers read the votes aloud the clerk records the votes in red on the total tally sheet. A teller of the other party may observe the clerk.

**D12.  
READ AND RECORD WRITE-INS**

If there are any write-in votes they will appear on the roll located at the right rear of the machine. Open the door with key No. 4. If the signature and date from the morning still show then there are no write-ins.

To remove the write-in roll hold the spring at the bottom of the machine down. This will allow you to turn the lever from the "A" to "B" position (see diagram).

Then, tellers read and record the write-in votes directly onto the total tally sheet. In some communities a separate block tally sheet is used for recording write-in votes and then totals are transferred to the total tally sheet.



**D13.**  
TOTAL MACHINE AND WRITE-IN VOTES ON  
TOTAL TALLY SHEET

**D14.**  
CANDIDATES CAN CHECK THE VOTES ON  
THE MACHINES

A candidate for public office whose name appears on the machine or the candidate's representative(s) authorized in writing can check the vote count on the machines for one hour after the count is complete.

**D15.**  
REMOVE ABSENTEE AND CHALLENGED  
BALLOTS FROM BALLOT BOX

The warden unlocks the ballot box with key received from the police officer. The warden removes all ballots in the presence of other election officers. Check to see that ballots are cancelled.

**D16.**  
DIVIDE THE BALLOTS INTO BLOCKS OF A  
CONVENIENT NUMBER

In addition, in a primary, separate the ballots by party and then separate each party's ballots into an amount which is convenient to handle.

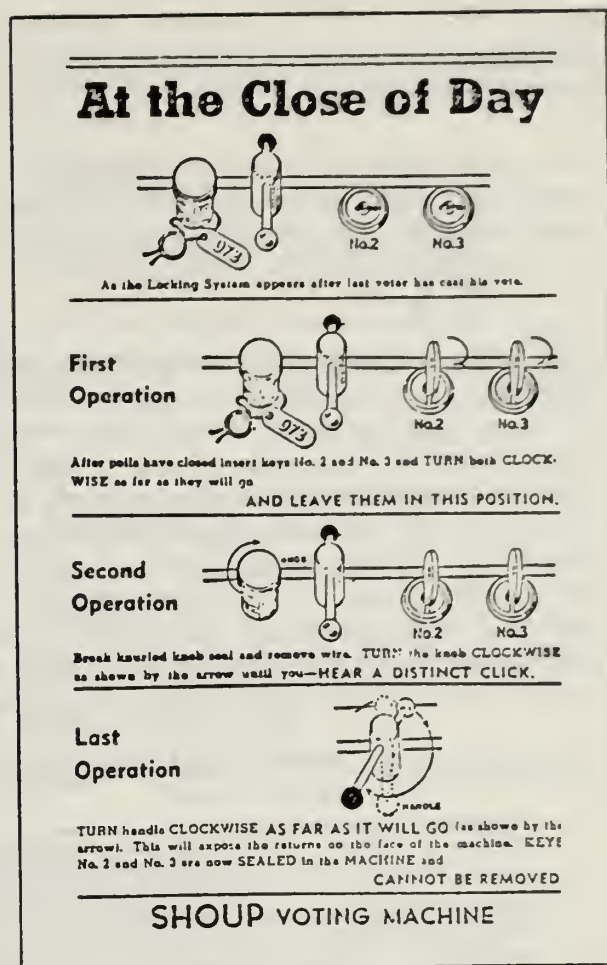
**D17.**  
DO NOT TEAR OR MARK ANY ABSENTEE  
BALLOT. DO NOT OPEN THE ABSENTEE  
BALLOTS WHILE SEPARATING THEM.

**D18.**  
CLERK NUMBERS EACH BLOCK TALLY  
SHEET AND BLOCK OF BALLOTS

In a primary, in addition to the numbers, label the sheets and blocks of ballots D, or R, or A.

**D19.**  
COUNT BY TEAMS

Two tellers of different parties make a team; both review each absentee ballot. One person reads the vote and the other records the tally. Only the teller actually marking the tally sheet is to have any marking device, which may be only red pencil or pen.



**D20.**  
USE RED PENCILS OR RED INK

Give out red pencils or red pens; remove all other pencils and marking devices from the counting tables.

**D21.**  
BLOCKS OF ABSENTEE AND CHALLENGED  
BALLOTS

Each team receives a block of no more than fifty absentee ballots, the corresponding block tally sheet and a long manila envelope. The envelope should have a block number and, if it is a primary, a D, R, or A on the front.

**D22.**  
ONE TELLER READS BALLOTS ALOUD

Count each ballot in its entirety before proceeding to the next ballot. Begin with the office at the top of the ballot. Read aloud the name of the candidates selected by the voter. Continue reading each office aloud in turn. Count all offices on one absentee ballot and then, proceed to the next. Keep the absentee ballots in the order counted— one through fifty.

The courts have ruled that if the intent of the voter is discernible, votes for that office are to be counted. For specific information on valid marks see D32 to D35.

Use red pencil or red pen. Teller reads absentee ballot #1 and marker records all votes for selected candidates or blanks in column #1. Teller reads absentee ballot #2 and marker records vote in first vacant consecutive space on the tally sheet for that candidate. Continue counting one ballot at a time working to the right using consecutive

records all votes for selected candidates or blanks in column #1. Continue counting one ballot at a time working to the right using the box corresponding to the order of the ballot within the block. This continues and votes for the 50th absentee ballot will be entered in column #50.

When a voter does not cast a vote for a candidate, that uncast vote for that office is tallied as a blank. If there is more than one vacancy to be filled, there must be a vote tallied for a candidate or for a blank so that the total tally for that office equals the number of vacancies to be filled. If a vote for an office is spoiled or defective, it too is tallied as a blank. Make certain each vote is recorded either in a candidate space or in a space for blanks on the tally sheet.

[illegible]

## D25. ALTERNATE METHOD OF RECORDING VOTES

Use red pencil or red pen. Teller may record votes in the space corresponding to the order in which the ballot appears in the block.  
Teller reads absentee ballot #1 and marker

Record the total number of tally marks in each line for each candidate for each office. Total all candidates' votes and blank votes in each office. If one person is to be elected the sum of the votes for the candidates plus the blanks should equal fifty when counting a block of fifty absentee ballots. When two persons are to be elected to an office then all the votes plus the blanks should equal 100 in blocks of fifty absentee ballots.



**D28.**  
**TOTALS MUST BALANCE**

If the totals do not balance, go back over the ballots, one by one, re-reading them aloud to find mistakes.

**D29.**  
**TELLERS SIGN BLOCKS**

After completing and agreeing to the totals both tellers sign their block sheet and block envelope. Then, they place the ballots and the tally sheet in the manila ballot envelope and return it to the clerk.

**D30.**  
**NEW BLOCKS OF VOTES**

After returning the set of absentee ballots and the block tally sheet to the clerk, get another set if necessary.

**D31.**  
**COUNT ALL VALID ABSENTEE AND CHALLENGED BALLOTS**

All ballots are to be counted accurately as marked. A ballot may not be rejected for any technical error if it is possible to determine the voter's choice, even though the ballot may be slightly soiled or defaced. All votes should be counted for the persons for whom they were intended so far as the intent can be clearly ascertained from the ballots themselves. (Note special case D33.) Use the following rules to determine intent.

**D32.**  
**VALID VOTING MARKS**

a. If a cross "X" is marked on a ballot in an imperfect manner it shall be counted if it is possible to determine the intention of the voter from the mark.

SMITH	X
JONES	

b. Count an imperfect cross as a valid vote if the apex of the cross would be in the box for the candidate. Count it as a blank if the apex is on the line.

SMITH	X
JONES	

c. The mark is also valid outside the square if it is near enough to the square or inline with the name such that it indicates the intent of the voter.

SMITH X	
JONES	

d. A double cross is valid if it is distinguishable from an attempt to obliterate a ballot.

SMITH	
JONES	XX

e. Cross marks are a directive of the law and are not mandatory. The uniform use of a mark other than "X" is clearly a valid marking of the ballot. The shape of the mark may change somewhat or be somewhat irregular and still be considered uniform and therefore valid.

SMITH	✓
JONES	

f. When there is a different kind of mark, i.e., a ballot marked with checks and crosses intermingled, the marks may be valid.

SMITH	<del>X</del>
JONES	X

g. Erasures and obliterations: when two candidates have marks and one of the marks is erased or obliterated, the ballot counts for that office only if the erasure or obliteration is complete.

**D33.  
INVALIDATING MARKS**

If a voter writes his/her name or marks his/her absentee ballot with the letters of his/her name, clearly these are distinguishing marks which identify a voter. Any mark clearly designed to let election officers know that a certain person voted in a certain way invalidates the absentee ballot.

**D34.  
OVER-VOTED OFFICES**

No votes shall be counted for an office when a voter marks more candidates than are to be elected. An over-vote is to be tallied as a blank vote. Count the rest of the valid votes for other offices on the ballot.

**D35.  
WRITE-INS**

A write-in must have the name and address of the candidate. The name and address as written must clearly indicate for whom the vote was intended. An address is not required for a candidate for President of the United States. The spelling of the name is unimportant so long as the intention of the voter can be determined. A mistake in the address does not invalidate a vote if the address stated is sufficient to indicate the person for whom the vote was intended.

**D36.  
COMPLETING THE TALLIES**

The clerk and warden enter the results of each completed block of absentee ballots on the total tally sheet in red.

**D37.  
THE CHALLENGED AND ABSENTEE VOTES SHOULD BE RECORDED SEPARATELY FROM THE VOTING MACHINE TOTALS ON THE TALLY SHEETS.**

**D38.  
TOTAL RESULTS**

To get the total results add the machine totals, which include any write-in votes on the machines, and the absentee and challenged votes. Record these totals on the total tally sheet.

**D39.  
WARDEN AND CLERK SIGN TOTAL TALLY SHEET**

After all votes have been checked and tallied, write the date, ward, precinct and city or town on the total tally sheet. The warden and clerk then sign the total tally sheet.

**D40.  
PLACE TOTAL TALLY SHEET INTO ENVELOPE**

The warden and clerk place the total tally sheet in an envelope, seal it and sign the outside of the envelope. Keep this envelope separate.

**D41.  
RECORD FINAL COUNTER NUMBERS IN CLERK'S ELECTION RECORD**

The clerk's Election Record should contain the final protective counter numbers and the public counter numbers from all the machines. The public counter numbers are recorded on the total precinct tally sheet and in the clerk's Election Record.

**D42.  
CLERK COMPLETES ALL OFFICIAL RECORDS IN RED**

**D43.  
CLOSE THE FRONT OF THE MACHINES USING KEY NO. 4**



**D44.**  
**PLACE ALL OFFICIAL ELECTION**  
**MATERIAL IN BOX**

All official election materials which were used to tally the final vote must be placed in a container for transportation to the city or town clerk's office.

**D45.**  
**ANNOUNCE FINAL RETURNS**

Officials should wait until tally sheets balance before announcing any vote totals. The warden or the clerk announces the final returns in a loud voice.

**D46.**  
**PAYROLL RECORDS**

In some communities the clerk completes the payroll records.

**D47.**  
**TAKE DOWN SIGNS**

Take down the precinct sign at the entrance to the polling place and other cards put up before the polls opened.

**D48.**  
**PACKAGE ALL OTHER ELECTION SUPPLIES**

Place credentials of observers and challengers, certificates, the absentee ballot envelopes, pencils, pens and any other election supplies in the container supplied by the election authority for the return of all election materials. Securely fasten the container.

**D49.**  
**DO NOT THROW ANYTHING AWAY**

**D50.**  
**KEEP VOTING MACHINE KEYS SEPARATE**

Keep voting machine keys in their envelopes. Write the ward and precinct, voting machine number, public counter number, protective counter number, seal number and final paper roll number on the key envelopes.

**D51.**  
**KEEP PAYROLL SHEET SEPARATE**

**D52.**  
**SUPPLIES RETURNED**

Arrangements for returning supplies are made locally.

E-231-B. 15M-476-129994 The results of canvases are correctly recorded on Total Vote Sheets Presiding Election Officer.										Total Vote.					Wd.	
President and Vice President (Write titles of offices on this line)							SENATOR									
Machine Number	1A SWIN JONES	1B KEENEY & HOWARD	1C HERNANDEZ & DAVIS	SCATTER- ING	BLANKS	TOTAL	2A 2B 2C	3A KEEFE- BOLDWIN	3B WOLAH	3C PARNES	SCATTER- ING	BLANKS	TOTAL			
20046 Block 1.	170	132	4	—	1	307		225	56	4	—	22	307			
20047 2.	167	106	2	1	3	279		219	41	3	—	16	279			
20048 3.	175	127	0	—	1	303		228	51	2	1	21	303			
20049 4.	177	139	2	—	2	320		235	51	4	—	30	320			
20050 5.	197	120	0	—	2	319		237	54	7	—	21	319			
Abs Ball 6.	38	10	1		1	50		41	3	2	—	4	50			
Abc Ball 7.	25	2	1		4	32		29	1	—	—	2	32			



# INDEX OF LEGAL CITATIONS

For your convenience, here is an INDEX of the legal citations for the captions in this handbook

- |  |                        |                     |
|--|------------------------|---------------------|
| A1. C54 ss11,12,36   | C6. C51 s 59A          | D15. C54 s 105      |
| A2. C54 s13  | C6.5. C54 s 76B        | D16. C54 s 105      |
| A3. C50 s1,C54 ss65,68<br>69,71,73,85                          | C7. C54 s76            | D17. C54 ss80,105   |
| A4. C54 ss 11,12,13,66,67                                      | C8. C53 ss37,38        | D18. C54 s 105      |
| A5. C54 ss 11,12,13,17,33B,67                                  | C9. C54 s33B           | D19. C54 s 105      |
| A6. C54 ss 11,12,13,17,67                                      | C10. C54 s33B          | D20. C54 s 80       |
| A7. C54 ss 30A, 33B  | C11. C54 ss 33B,79     | D21. C54 s 105      |
| A8. C54 s 33A  | C12. C54 s 82          | D22. C54 s 105      |
| B1. C54 ss 20,35   | C13. C54 ss 33B,33C,79 | D23. SJC cases      |
| B2. C54 s 16   | C14. C54 s 33C         | D24. C54 s 80       |
| B3. C53 ss 33,38 C54 ss 25,<br>27,30,31,33B,35,48,65,<br>73,80 | C15. C54 ss 33B,33C    | D25. C54 s 80       |
| B6. C53 s 33, C54 ss 65,73                                     | C16. C54 ss 31,33B     | D26. C54 ss 105,106 |
| B7. C54 s 33B  | C17. C54 ss 33D,77     | D27. C54 s 105      |
| B8. C54 ss 17, 33B   | C19. C54 s 70          | D29. C54 s 105      |
| B9. C54 s 35   | C20. C54 ss 65,70      | D31. C54 s 106      |
| B10. C54 s 35  | C21. C54 ss 35A,85,85A | D32. SJC cases      |
| B11. C54 s 35  | C56 s 31               | D33. C54 s 80       |
| B12. C54 s 35  | C22. C54 s 70          | D34. C54 s 106      |
| B13. C54 s 35  | C23. C54 s 68          | D35. C54 ss 77,78   |
| B14. C54 s 35  | C24. C54 ss 35A,95,96  | D36. C54 s 35B      |
| B15. C54 s 35  | C25. C54 s 100         | D37. C54 s 80       |
| B16. C54 s 35  | C26. C51 ss 50,51      | D38. C54 s 35B      |
| B17. C54 s 35  | C28. C54 s 70          | D39. C54 s 107      |
| B18. C54 s 35  | D1. C54 ss 35B,105     | D40. C54 s 107      |
| B19. C54 s 35  | D2. C54 ss 35B,105     | D41. C54 s 35B      |
| B20. C54 s 66  | D3. C54 ss 35B,80,105  | D42. C54 ss 35B,80  |
| B21. C54 s 66  | D4. C54 ss 35B,105     | D43. C54 s 35B      |
| B22. C54 s 66  | D5. C54 s 105          | D44. C54 s 105      |
| B23. C54 s 66  | D6. C54 s 35B          | D45. C54 s 105      |
| B25. C54 s 71A   | D7. C54 s 35B          | D48. C54 ss 105,107 |
| C1. C54 s 35   | D8. C54 s 35B          | D49. C54 ss 105,107 |
| C2. C51 s 1  | D9. C54 ss 35B,105     | D50. C54 s 35B      |
| C3. C54 s 76   | D9.5. C51 s 59A        |                     |
| C4. C54 s 76   | D10. C54 s 35B         |                     |
| C5. C51 s 59   | D11. C54 s 35B         |                     |
|  | D12. C54 ss 33D,35B    |                     |
|  | D13. C54 s 35B         |                     |
|  | D14. C54 s 35B         |                     |

# **INDEX**

Absentee ballots 14, 15, 22  
    check voting list 15  
    challenge to 15  
    do not throw anything away 15  
    mark voting list 15  
    process 14, 15, 22  
    vote in person 15  
    warden, process 14

Ballots  
    check strips 6  
    count 19, 22  
    counters 17, 22  
    escrow 18  
    process ballot 18, 19, 20  
    removal prohibited 19

Ballot box  
    check empty 7  
    clerks 19, 22  
    key 8  
    opening 19  
    register recorded 12

Campaign material 13

Candidates' rights  
    campaign material 13  
    check machines 7, 19  
    checkers- see observers below  
    observers 13

Check-in table 4

Challenges 13, 14, 22

    absentee 15  
    fine 14  
    illegal 14  
    oath 14  
    procedure 14  
    reasons 14

Change of enrollment card 4

Checkers, see Candidates' rights

Clerk, general duties 1

    Election Record 2  
    political party of 2  
    register 7  
    register total ballots cast 22

Counters 2, 17, 18

    protective counter 2, 18  
    public counter 2, 17  
    record 22  
    vote counters 2

Counting procedure 17-24

    announce return 22  
    balance tally sheet 24  
    blank votes 20  
    block tally sheet 20, 21, 22  
    divide ballots into blocks 21  
    invalidating marks 21  
    methods 20  
    preparation for 17  
    over-votes 21  
    public observation 17  
    recording vote 17, 18, 20, 22  
    tabulate # of voters 17  
    tally 20  
    teams 19  
    valid voting marks 21, 22  
    write-ins 18, 19

Election officials

    challenge absentees 15  
    check strips 6, 15  
    check voting list 9, 15, 17  
    count voters on list 17  
    duties 1, 2  
    escrow ballots 18  
    information to be given out 14  
    inspectors 2  
    mark voting list 6, 15  
    # assigned to poll 1  
    opening ballot box 19  
    over-vote 21  
    payroll records 22  
    people in line may vote 15  
    persons permitted inside the  
        guard rail 14  
    process absentee 19-22  
    process ballots 19-22  
    report to poll 3  
    replacement of 3  
    supplies 3, 4, 23  
    tellers 2  
    warden 1

Election record 12, 22

Envelopes

    escrow ballot 10, 18  
    tally sheet 22

Escrow ballots 6

Guard rail 14

Inspectors

    general duties 2, 5  
    finds name on list 9  
    political party of 2, 5

- Instructions 4
  - penalties to voter cards 4
  - voter cards 4
- Invalidating marks 21
- Keys 5, 23
  - envelope 6
- Legal citations 24
- Machine problems
  - certificate of failure 12
  - curtains opens prematurely 12
  - pointer will not move 11
  - write-ins 11, 12
- Opening machine 6
- Over-vote 21
- Party enrollment 10
- Payroll records 22
- Pencils 6
  - red 19, 22
- Pens, red, 19, 22
- Permitted within guard rail
  - clerk's representative 14
  - election officials 14
  - police officers 14
  - voters 14
- Polling place
  - arrangement of 5
  - closing 15
  - opening 8, 9
  - report to 3
  - signs 4
- Protective counter 2
- Public counter 2
- Public observation 13, 17
- Signs 4
  - ballot questions 4
  - doors 4
  - entrance 4
  - exit 4
  - instructions 4
  - "No Smoking" 4
  - penalties 4
  - specimen 4
  - ward, precinct 4
- "Specially Qualified Voters" 15
- Specimen ballots 4
- Supplies 4
- Tally sheets 4, 22
- Tellers, general duties 2, 19, 21
- Valid voting marks 21, 22
- Vote counters 2
  - check 6
- Vote designation 13
- Voting Authority
  - certificate 5, 8, 10
- Voting booth
  - persons per 10
  - time allowed in 9
- Voter identification 9
- Voting list
  - inspector finds name on list 9
  - mark name 10
  - name not found 9
  - people in line may vote 15
  - supplemental 9
  - voters equal ballots cast 18
  - who may vote 9
- Warden, general duties 1
  - announce returns 22
  - challenge procedure 13, 14, 22
  - declares polls closed 15
  - declares polls open 8, 9
  - lock ballot box 5
  - political party of 1
  - sign tally sheet 22
- Write-ins 6, 13, 18, 19
  - check slots 6
  - read and record 18
  - roll 6
  - valid 13





